

SECRET

OGC 64-0759a

23 MAR 1964

MEMORANDUM FOR: Special Assistant to the Deputy
Director (Support)

SUBJECT:

Proposed Revision of [REDACTED]

[REDACTED]
for Notification of Employees
Whereabouts

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We have several objections to the draft regulations in their proposed form:

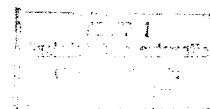
(1) On the basis of the texts of the two drafts, and from conversations with [REDACTED] and [REDACTED] and a review of the IG report of 10 October 1963, it appears that no consensus has been reached as to whether the controls intended by these drafts should apply to domestic travel and to private foreign travel. In any event, the drafts are not clear on these points. For example, [REDACTED] twice refers to domestic and private foreign travel. [REDACTED] however, which this subparagraph would amend, applies only to "official Agency travel."

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(2) The draft [REDACTED] at several points provides that a failure to notify the Agency of changes in itineraries or plans will cause the employee to "be considered as absent without leave." Absence without leave is a concept prescribed by Civil Service Regulations and is defined as an "absence from duty which is not authorized or for which a request for leave has been denied. The employee receives no pay for the period of the absence." It is believed a failure to notify of changes

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in itineraries properly may not be considered absence without leave within the meaning of the Civil Service Regulations. The term therefore should be omitted from the drafts.

(3) In at least two instances [redacted]

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[redacted] it is stated that an employee absent for more than 24 hours "shall be considered as a missing person." The draft, however, does not prescribe any consequence of being considered a missing person under those two provisions.

(4) Suggest also that the controls be provided in one regulation only and that it be shortened and simplified.

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[redacted]
Associate General Counsel

cc: IG [redacted]

Per [redacted]

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[REDACTED]

Here is the second piece on the security regs, in this instance about travel.

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I propose that [REDACTED] be rewritten as follows:

"Each Supervisor and the Chief of the Operating Division concerned shall obtain the itineraries and dates of all domestic and private foreign travel for employees under their jurisdiction. Employees shall submit their itineraries and dates of travel before travel is commenced and report any changes in their itineraries . . ." (the balance of that section to be as in the proposed new reg).

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I have no proposal for [REDACTED] Actually, I preferred the writing in [REDACTED] and my proposed amendments to [REDACTED] try to make the two more alike.

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On [REDACTED] you will note that JSE has raised two questions in subparagraph a(1). I talked with [REDACTED] in Regulations and she said that the purpose of the "to be received" provision was to give the field as much advance notice as possible. In its present form the proposed regulation is only implicit in the responsibility of the Operating Division sending travel data out. There is another hitch, which is that sometimes people take off on a crash basis without two weeks notice, much less with the chance for the field station to get the prescribed two weeks advance info. I propose that [REDACTED] be revised to read as follows:

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"In each instance that an employee is departing from headquarters he shall provide a complete detailed itinerary of his travel plans to the Operating Division concerned, which shall be responsible for transmitting that information to the post of duty abroad to be received, when time permits, no later than two weeks prior to the employee's date of departure. Such notification shall include points of contact en route, names and numbers of carriers (if ascertainable), a firm arrival date at the post abroad, and the date on which the employee plans

to report for duty whether it is for permanent assignment or TDY consultation. If an employee's arrival is to be delayed for more than 24 hours, he shall provide promptly advance notification to headquarters by commercial cable. The communication shall be directed to a sterile cable or letter address which will be provided the employee prior to departure from headquarters."

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Under [] the same changes that were made in the last two sentences above would be made again.

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Under [] I would insert "Office of Security" in the list of components to be notified, to follow "Office of Personnel."

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In [] would repeat the same changes in the last two sentences that were made in []

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[]
S. D. Breckinridge

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22 OCT 1964

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[REDACTED], O/SEC.

HAD CHANGED DRAFT TO
CONFORM WITH OUR PROPOSAL
ON PARA 2A, [REDACTED]

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AND [REDACTED]

DDIP OBJECTED, AS
COSTS WOULD BE IN

POSITION OF HAVING TO
DELEGATE TO SUPERVISERS THE
ESTABLISHMENT OF PROCEDURES,

I AGREED TO CHANGE;
'EACH SUPERVISER ... SHALL
KEEP INFORMED OF THE
WHEREABOUTS OF ...'

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[REDACTED]

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